

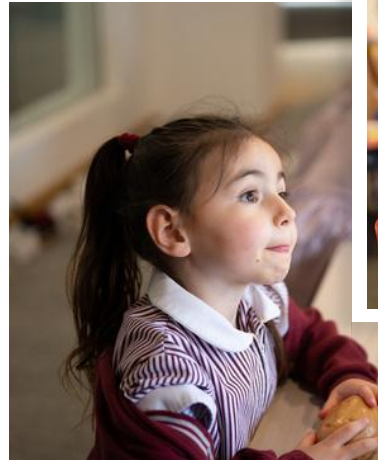
MANOR LODGE SCHOOL

Candidate Brief

LUNCHTIME ASSISTANT

About Manor Lodge

Founded in 1991, Manor Lodge is a vibrant and successful independent day school for over 450 boys and girls aged 3 - 11. The school is in Shenley, Hertfordshire; the 22 acre site encompasses a Grade 2 listed building set in open countryside nestling within fields, woodland and wildlife, yet only 1 mile from junction 22 of the M25. In 2018 after many years as Deputy Head, Alyson Lobo took over the mantle of Head Teacher with a clear vision for the school. There are two curriculums, each of equal importance. The academic curriculum is based on the traditional values of excellent teaching and learning, measured in academic success. Then there is the hidden one, embedded in everything we do, delivered to enhance character, creativity, motivation, curiosity thinking, communication, collaboration, resilience and wellbeing, modelled by teachers and everyone in the school environment who touch our children's lives. This philosophy is based on the principle that every child deserves a childhood.





Where the indoor and outdoor classrooms work in perfect harmony.

WHAT WE DO

OUR VALUES

Be Positive

Have Integrity

Show Kindness

Give Your All

OUR AIMS

To deliver a forward-thinking curriculum that inspires intellectual curiosity within each child, promotes academic excellence and individual achievement.

To offer a positive and stimulating environment that promotes the philosophy of 'learning without walls'.

To encourage, support and invest in our staff to enable all individuals to thrive.

To celebrate diversity and inclusivity in a community that values and cares for one another.

To bring joy to childhood experiences by enabling our children to feel safe and secure in an environment where each voice is heard and well-being is nurtured.

Academic Excellence

The ISI Report 2023 stated that the quality of pupils' academic and other achievements is excellent. Pupils of all abilities achieve high standards across the curriculum and make excellent progress from their different starting points. By the end of Year 6, the large majority of pupils are achieving, on average, two years ahead of their chronological age in both mathematics and English. In reading, gains made throughout their journey means that the average Year 6 child has an average reading age of 6 years above their chronological age on leaving Manor Lodge. The inspectors noted that, 'Pupils love learning; they have highly positive attitudes fostered by a rich and challenging indoor and outdoor curriculum and a wide range of enrichment opportunities.' Our children are extremely successful in gaining entrance to highly competitive senior independent and state schools, with a large proportion being awarded scholarships. Inspection evidence confirms that the school successfully meets its aim to deliver a forward-thinking curriculum that inspires intellectual curiosity within each child, promotes academic excellence and individual achievement.

Pastoral Care

'The quality of pupils' personal development is excellent (ISI 2023)' At Manor Lodge we take the pastoral well-being and safeguarding of all the members of our community, particularly the children, very seriously. It is our firm belief that pastoral care and academic progress go hand-in-hand. Allowing children to have a childhood is at the core of our pastoral support. We understand the importance of achieving academic potential but not at the expense of their pastoral well-being. Aspects of the Manor Lodge community such as our passion for outdoor learning (and outstanding outdoor facilities), our varied sports programme, our house families, our school council, our community projects, worry boxes and pastoral 'drop-in' chats all contribute to creating a special culture where well-being is genuinely valued alongside academic progress. We also monitor and track the children's attitudes to their peers, teachers, school-life and learning in order to ensure we have an excellent understanding of how the children are feeling.



The Candidate

The successful candidate will have the following qualifications, experience and skills:

ESSENTIAL:

Qualifications and experience

- Experience of working in a school
- Experience of working in a kitchen.
- Commitment to safeguarding and promoting the welfare of children
- Any additional relevant qualification or training e.g. food hygiene

DESIRABLE:

Personal Attributes

- Sunny disposition, excellent communication, presentation and interpersonal skills
- An excellent role model



The Candidate

- A commitment to supporting the vision and ethos of the school
- Ability to work effectively as part of a team.
- A sense of humour and outgoing, positive personality.
- Caring and supportive of the children's needs and capabilities.
- A flexible, approachable attitude that encourages positive relationships with colleagues, parents and pupils.
- An ability to deal with tricky situations in a calm and diplomatic manner.
- The ability to show initiative.
- Experience of working with children is desirable, but not prerequisite.
- Excellent communication and interpersonal skills



The Candidate

- Have empathy and sensitivity towards individuals
- Displays evidence of being able to work as a member of a team
- Commitment to continuous personal development & willingness to undertake professional development
- Compassion and sensitivity towards children
- An awareness of food allergies
- First Aid qualification
- Any qualifications required for position.





The Role

Job Title:

Lunchtime Assistant

Responsible to:

The Head and Hospitality & Catering Manager

Main Duties and Responsibilities:

- To contribute to the smooth running of the School by assisting with all catering related tasks and provide playground supervision during morning and lunchtime breaks as required.
- Prepare the dining room in readiness for lunch, including preparation of food as directed by the Chef Manager.
- Serve lunch to the children.
- Wash and dry all lunch utensils, etc.
- Clean the dining area following lunch to leave in a state of readiness for use by others.





- Maintain cleanliness to the appropriate standard at all times, including the cleaning of kitchen equipment.
- Assist children as necessary with assistance of teaching staff, to maintain discipline and attend to children's needs.
- Bag all rubbish and clean bins.
- Attend and complete all assigned training.
- Help out with Tea Club (after school wrap-around care) at least two days a week from 3pm - 5.30pm.

Manor Lodge Expectations

- Uphold the school values (Be Positive, Have Integrity, Show Kindness, Give Your All)
- Be aware of the School's Health & Safety Policy and its application to the Office Team
- Support, promote and act within the School's Safeguarding Policy
- Represent the School's Mission, Values, culture and strategic priorities authentically and faithfully in all communications both on and offline.

Revision of Job Description

- This role is expected to evolve over time both to meet the needs of the School and to support the post holder's own abilities, interests and aspirations.
- The above list is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the post. According to the development and requirements of the School, this Job Description will be reviewed and updated periodically, after consultation with the post holder.



Terms and Conditions

- 9am-2.30pm term time only (35 weeks)
- Tea Club Role 3pm – 5:30pm x 2 days a week (minimum)
- Salary: £13.57 per hour
- Paid annual leave entitlement of 5.6 weeks
- Free lunch in the School Dining Room during term-time
- Please note: All new appointments are subject to satisfactory references, completion of a medical questionnaire and DBS check procedure.

Please note, that CVs will not be accepted. For further information about the role and the school, please phone 01707 642424.

Closing date for applications: 30th June 2026

Interviews: 6th July 2026

Manor Lodge School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.







MANOR LODGE SCHOOL

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